



USAID | HONDURAS

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Vacancy Announcement No. ST-FN-88-15

OPEN TO: All interested candidates
(All applicants must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration).

FULL LEVEL OF PERFORMANCE: FSN PSC –09

LOCATION OF POSITION: Democracy and Governance Office (DG), Tegucigalpa, Honduras

POSITION TITLE: USAID Project Management Assistant (Governance)

OPENING DATE: October 26, 2015

CLOSING DATE: November 9, 2015

WORK HOURS: Monday through Friday (40 hours per week)

SALARY: Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 402,663 to L. 684,519 per year.

BASIC FUNCTION:

The USAID Project Management Assistant (Governance) position is located in the Democracy and Governance Office (DG) and works under the supervision of the USAID Project Management Specialist (Governance) position. S/he will primarily act as the activity manager for a number of contracts/agreements, in support of the USAID Project Management Specialist (Governance) position and in some cases may be asked to serve as the Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR), or alternate, for less complex mechanisms. S/he will provide support to the USAID/Honduras Mission in developing, planning, implementing, managing, and monitoring the Mission's governance portfolio particularly related to decentralization, local service delivery, local financing and administrative management, municipal governance systems strengthening and institutional capacity development as related to good governance. In conjunction with other DG Office staff, s/he will contribute to Office and Mission actions related to: strategy development; project design; budgeting; program implementation and monitoring; conducting analyses, assessments, and evaluations; and the close-out of programs.

S/he will collaborate with mid-level colleagues from the local donor community, national government, and non-governmental organizations as well as with USAID/Honduras and other U.S. Government colleagues both in Honduras and Washington, D.C. The incumbent's duties will involve participation in the full range of consultative, advisory, representation, monitoring, management, data collection and analysis, and evaluative aspects of the governance portfolio. S/he will be required to support and participate in a wide variety of technical activities and attend meetings, monitor programs through field visits, participate in the evaluation of programs, recommend solutions to problems that arise, and report on finances and achievements or problems in support of the USAID Project Management Specialist (Governance) position or for other programs as required. The employee will assist in the identification and facilitation of public-private partnerships, supporting technical assistance and coordination with technical level governmental officials, non-governmental organizations (NGOs), professional associations, USAID implementing partners, and other donors.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed since the incumbent may be required to perform other related duties as assigned by the agency.

- A. Program Management (40%).** Will serve as AOR/COR, or alternate, for less complex awards related to good governance programming. Drafts and processes activity/programmatic documentation for clearance, including program descriptions, administrative and technical memos, and other documentation as required. Reports the status of funds such as financial expenditures, sub-obligations, earmarks, commitments, disbursements, accruals and pipelines, and prepares reports on funding availability as required. Tracks Initial Environmental Examinations for Governance activities. Resolves program issues (both self-identified and recommended) or brings them to the attention of appropriate staff.
- B. Good Governance Technical and Management Support (20%):** Will assist the USAID Project Management Specialist (Governance) position on all aspects of program management and day to day activities. Performs a variety of research, reporting, and analytical duties to provide programmatic and technical activity management support including liaison functions for the Mission, civil society, and media and governance activities in support of the DG Office. Maintains

information on the status and processes of Human and Institutional Capacity Development (HICD), civil society, and good governance best practices in Honduras. Provides and follows up on recommendations to ensure effective program implementation.

- C. Performance Monitoring and Evaluation (15%):** Will assist in the regular monitoring and evaluation of various implementing partners working under the Democracy and Governance Office, as directed by the USAID Project Management Specialist (Governance). Assists the USAID Project Management Specialist (Governance) in the development of monitoring and evaluation plans within the annual work plans of specific programs. Collects and distributes programmatic and financial reports and develops and maintains a report tracking system. Compiles the quantitative and qualitative input from specific programs and provides input for the USAID/Honduras Mission's Annual Report. Performs site visits, as required, to program locations to review and monitor the performance of the program to keep abreast of program developments.
- D. Contribution to broader Mission Objectives (15%):** Will serve as a member (as assigned) to any Mission teams responsible for guiding the development, implementation and evaluation of USAID/Honduras assistance to support good governance, improved service delivery, human and institutional capacity strengthening, and improved civil society sectors, cross-cutting themes and other sectors. Pertaining to serving as team member on various Mission Teams; the incumbent will contribute to the drafting and finalizing activity-related correspondence and documents, and to performance reviews; drafts technical justifications for new activities and changes to on-going activities; organizes donor or other related events in support of activities; and assists in other program implementation as required. Provides support to the DG or other Offices when workloads are extreme or when other staff members are on leave.
- E. Official Representation, Interaction, and Association (10%):** Builds and maintains a productive professional working relationship with the following parties: all USG employees (e.g., USAID/Honduras, USAID/Latin America Region, USAID/Washington, U.S. Embassy officials, etc.) and non-USG partners, including Government of Honduras officials other donor agencies, local and national government officials and the general public. Professional working relationships will be important to ensure coordination and harmonization of investments, learn from other development initiatives, solicit ideas from beneficiaries, and explain USAID programming priorities.

REQUIRED QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: A bachelor degree in the areas of political science, municipal governance, public financial management, public administration, social sciences, or related field is required.

Prior Work Experience: Three (3) to five (5) years of progressively responsible experience in designing, implementing, managing or contributing towards development activities that include good governance, inclusion, participation, service delivery, capacity building and/or institutional strengthening is required, including at least three years of program/project management, design, implementation, and monitoring.

Language Proficiency: Level III (Good Working Knowledge) in English and Level IV in Spanish (Fluent) are required. This will be tested.

Level III: Good working knowledge of the written and spoken language. Job holder will be able to read and understand, for example, regulations, instructions and related material concerning the field of work, and to prepare correspondence and standardized reports. Job holder will be able to communicate effectively with staff and members of the public in the language.

Level IV: High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter.

Job Knowledge: A somewhat detailed and broad knowledge is required on Honduran systems, institutions, practices, and procedures within Honduran institutions, civic participation, service delivery, transparency, and human rights. Must have a good understanding of public administration and transformation of government strategy and operations, of principles, concepts, and best practices of local/grassroots development and organization strengthening strategies. Knowledge of the political, economic, social, and cultural environment in Honduras, particularly as it pertains to governance is also required..

Skills and Abilities: Strong analytical and research skills are required in order to understand Mission strategies, policies, and regulations in program management. Leadership and initiative will be important in order to best contribute to the management of a complex program with minimal supervision, using a team-based approach. Strong interpersonal, management, and excellent communications skills are required. Must have the ability to perceive, anticipate, and adapt to changing circumstances, and to understand complex and politically sensitive issues. Tact, diplomacy, and discretion are critical. Computer skills required include, but are not limited to Microsoft Word, Excel, Power Point, and Google and web-based applications.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae in English that provides the same information found on the UAE; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINTS OF CONTACT:

Department of State - Human Resources Office:

Alice Castro Wu: 2236-9320, Ext. 4743; Fax: 2221-4002

USAID/Honduras – Human Resources Office:

Sandra Aguilera: 2236-9320, Ext. 4859; Fax: 2236-7776

CLOSING DATE FOR THIS POSITION: NOVEMBER 9, 2015

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <http://honduras.usembassy.gov> or <http://www.usaid.gov/where-we-work/latin-american-and-caribbean/honduras>
for additional information and employment opportunities
